

STATE OF MONTANA
DEPARTMENT OF ADMINISTRATION



BRIAN SCHWEITZER, GOVERNOR

PHONE: (406) 444-7462/1-800-287-8266
FAX: (406) 444-0080
www.benefits.mt.gov

100 N PARK AVE SUITE 320
PO BOX 200130
HELENA, MONTANA 59620-0130

REGISTRATION INSTRUCTIONS
10 Simple Steps to Make Your Health Screening Appointment

1. Go to www.benefits.mt.gov/wellness.asp. Click on "Register for Health Screenings." Scroll to the bottom, pick your city, then press "Continue."
2. Enter your employee ID and password. If you don't know this information, click on "Forgot Password" and it will be e-mailed to you. Your employee ID is the 6-digit number found at the top of your paycheck, on your ID badge, or by calling your payroll office. If it is your first time registering online, click on "First Time Registering for a Health Screening."
3. Click on "View my profile." Make sure all the information is current, especially the e-mail address. If you enter an e-mail, then we can look up your password for you if you forget it. When finished, click "Back."
4. Click on "Register for a Health Screening." Follow the instructions on the screen.
5. When you get to the health screening questionnaire, please take 5 minutes and fill it out online. If you have previously filled one out, your answers will still be in the system, you just need to double-check them. This will save you time during your health screening.
6. When you get to the confirmation page, please print it or write down the information for your records. Click "Done."
7. **Write down your employee ID and password and keep it in a safe place so you remember it for next year!** One recommendation is to keep a folder with your health screening results, and put the employee ID and password in that folder.
8. If you need to change or cancel your health screening, follow steps 1 and 2 above. Click on the second option, "Change or cancel a health screening appointment." Select the appointment you would like to modify, and select "Edit registration" or "Cancel registration."
9. If you clicked "Cancel registration," confirm your cancellation, click "Back to main menu," then "Logout."
10. If you clicked "Edit registration," follow the instructions on the screen. Make sure to print out the confirmation page for your records.

If you have any questions, please contact the Health Care and Benefits Division at

In Helena: (406) 444-7462

Toll Free: (800) 287-8266

E-mail: benefitsquestions@mt.gov